

City of Rogers CityView Planning Portal Permit Application Submission Process

Follow these steps to submit your permit application through the portal.

1. Go to: <http://www.rogersar.gov/>
 - a. Select the “Government” link at the top of the page
 - b. Select the “Departments” link
 - c. Select the “Community Development” link
2. Once on Community Development Page, click on “Applications & Forms” link in blue column on left side of screen
3. Once on Applications & Forms Page, click on the application link that you’re needing to submit and download the PDF of that application
4. Fill out and complete all requirements for your specific Permit Application – be sure to complete all required fields and sign and date your application
5. Once your Permit Application and required documents are ready, go back to the “Applications & Forms Page” and click on the “[Rogers CityView Planning Portal](#)” link
 - a. Go to the Planning Department Section and click on the “Apply for a Planning Permit Link”
 - i. This will take you to the portal login – if you don’t have an account, you will need to create one:
 1. Sign Up – activation email generated – up to 30 minutes – check spam folder
 - a. Check your email and click on the confirmation link and enter the email address and password that you signed up with to activate your account – refer back to Step 5 to begin application and submission process.
6. Once in the portal, you will choose the type of permit that you are applying for on the dropdown box that says “Choose project type”
 - a. Be sure to provide an accurate name for your project that will be easy to reference (e.g. Sign Permit – Rogers City Hall)
 - b. Fill out the comments section with your project’s relevant information – the project specifics.
7. Complete all remaining steps and prompts and be sure to upload all files on Step 5
8. Successful completion of this process will provide you with a CityView Project Number that begins with PL – keep this for your records (you may also print)